

Department of Consumer Affairs

Position Duty Statement

HR-041 (Revised 7/2015)

Classification Title Staff Services Manager I (Specialist)	Board/Bureau/Division Physician Assistant Board
Working Title Legislative and Regulatory Specialist	Office/Unit/Section / Geographic Location PAB - Sacramento
Position Number 602-110-4800-XXX	Name/Effective Date

General Statement: Under the direction of the Executive Officer (EO), the Staff Services Manager I (Specialist) [SSM I] functions as an independent consultant and provides development, research, consultation, and evaluation of the programs within the Physician Assistant Board (Board) to determine the needs for proposed regulations, the impact of proposed or revised legislation and regulations, as well as the impact of newly approved legislation and regulations on Board programs. The SSM I will develop, execute, and maintain all rulemaking packages in compliance with the Administrative Procedure Act (APA), through effective writing and communication with all involved parties, including Executive staff, Board staff, and the Department of Consumer Affairs (DCA), Business, Consumer Services and Housing Agency (BCSHA), Department of Finance (DOF), the Office of Administrative Law (OAL), and all other stakeholders. The SSM I is expected to work independently and tactfully while providing a broad range of high-level complex analytical and consultative duties as they relate to the Board's regulatory and legislative process. Duties include, but are not limited to:

A. **SPECIFIC ACTIVITIES:** [Essential (E) and Marginal (M) Functions]

30% (E) Regulatory Analysis

In consultation with the DCA Office of Legal Affairs' Regulations Unit, coordinate all rulemaking activity for the Board. Gather relevant materials and information necessary to develop the documents required to initiate a formal APA rulemaking processing. Draft proposed text, Initial Statement of Reasons, STD Form 399 Economic and Fiscal Impact Statement, the Notice of Proposed Regulatory Action, and all other applicable documents relevant to the rulemaking file and in accordance with the APA. File the package with OAL, work with OAL and DOF staff to obtain approval, set up and attends public hearings, review both written and oral public comments to determine if any changes to the language are necessary, and prepare the rulemaking file. File the Notice of Proposed Regulatory Action and related documents with OAL, mail/email the documents to all interested parties, and coordinate posting of the notice and related documents on the Board's website. Once the package is approved by OAL, ensure that the new regulations are publicized in accordance with all requirements of the APA, including the six standards set forth in the APA: authority, reference, consistency, clarity, non-

duplication, and legal necessity. Ensure procedures and protocols comply with the comprehensive regulatory process (i.e. agencies have one year to complete the rulemaking process once it is formally noticed). If a rulemaking file is disapproved or needs revisions prior to approval, consult with OAL and DCA attorneys on available solutions to the problem.

Review and analyze existing regulations to determine if they become obsolete or are inconsistent with current law or will soon be because of new legislation. Determine if new regulations are necessary and make recommendations to the EO on changes needed to regulations governing physician assistant practice. Develop and draft Board policy and procedures related to new regulations. Provide consultation and guidelines to Board management to ensure consistent implementation and application of policies and procedure changes due to new regulations. Develop and recommend new approaches and adjustments to procedures and processes due to legislative mandates. Maintain the Board's precedential decision file and ensure the Board's compliance with precedential decision online notice requirements.

30% (E) Legislative Analysis

Independently serve as the Board's legislative subject matter expert. Identify bills potentially affecting the Board's programs and operations, and thoroughly research, analyze, and prepare legislative analyses, including developing and justifying with sound logic and objectivity, a recommended position for consideration by the Board.

Identify proposed policy and programmatic changes to the Board's operations and provide policy recommendations and alternatives to Board management when necessary to resolve complex legislative policy issues that accurately reflect the Board's activities, mission, policies, responsibilities, strategic goals and vision. Develop and implement policies resulting from new or amended legislation. Actively monitor all proposed legislation affecting Board programs and operations. Identify the need for legislation, budget change proposals, secure a legislative author, and assist with presentations.

Responsible for all activities necessary to secure passage of Board-sponsored legislation including, but not limited to, appearing at legislative committee hearings; preparing the EO's statements and fact sheets, researching and responding to questions in a credible manner; and negotiating amendments when appropriate to ensure compliance with the Board's policy direction.

Review all bill analyses prepared by legislative staff for accuracy, thoroughness and consistency with Board and Departmental policy. Perform additional research and rewrite analysis as needed. Monitor and coordinate the analysis of state legislation having an impact on specific Board programs and ensure the timely submission of same to the EO and DCA. Assist with constituent inquiries from the Capitol and field offices of members of the California State Legislature. Independently identify the

need for legislative changes, determine alternatives, develop recommendations, and identify strategies for potential policy changes.

Assist the Public Affairs Office in the annual publication of the Laws & Regulations Relating to the Practice of Physician Assistants book, identifying and making edits as required by new legislation or regulations.

20% (E) Board Coordinator

As a Board Coordinator, prepare the agenda for Board and Executive Committee meetings; attend all Board and stakeholder meetings and public hearings as directed; attend other meetings to provide update on legislation and progress of regulatory packages, additional information, and lead discussions. Provide vision, leadership, and technical assistance for the development of the Board's legislative and regulation agenda and Strategic Plan, as well as the DCA's Annual Report, Sunset Review and other publications.

10% (E) Outreach Activities

Lead outreach activities related to the mission of the Board including but not limited to; conducting and presenting at college campuses, seminars, and Board meetings. Coordinate the postings of all outreach material to the Board's website and social media sites. Develop and write Board's electronic newsletter to provide updates on laws and regulations affecting physician assistant practice, share health related articles, and topics of interest.

10% (E) Budget

Analyze all budget reports for accuracy and tracks the status of the Board's budget throughout the fiscal year. Review revenue receipts and expenditures. Prepare all Budget Change Proposals, Budget Schedules, Workload and Revenue statistics and Out-of-State Blanket Requests.

B. Supervision Received

The SSM I (Specialist) reports directly to and receives assignments from the EO.

C. Supervision Exercised

None.

D. Administrative Responsibility

None.

E. Personal Contacts

The incumbent has daily contact with all levels of Board staff, DCA program staff, Legislators, Staff Counsel, Department of Finance, OAL, other governmental agencies, and the public.

F. Actions and Consequences

Failure to perform timely reviews, make thorough and accurate assessments and judgments or effectively administer the laws and regulations that govern the Board may result in harm to the general public. Failure to exercise good judgment in responding to requests for public information, or in the handling of sensitive issues

may result in the incorrect information being released, which could jeopardize the confidence and integrity of the Board or the Department of Consumer Affairs.

G. Functional Requirements

The incumbent is a Work Week Group E employee and is expected to work an average of 40 hours per week each year and may be required to work specified hours based on the business needs of the office. The incumbent works in an office setting with artificial light and temperature control. The ability to use a personal computer and telephone is essential. Sitting and standing requirements are consistent with office work and traveling. The incumbent is also required to travel to attend Board and committee meetings held in various locations throughout California. Incumbent is required to travel by various methods of transportation. Travel may be for one or several consecutive days.

H. Other Information

The manager routinely has access to sensitive issues and/or materials and is expected to maintain the privacy and confidentiality of such documents and topics pertaining to individuals or to sensitive program matters at all times. The successful completion of these duties requires a broad knowledge of Board and DCA programs, policies, and procedures, as well as the ability to identify, thoroughly understand, and respond to sensitive issues.

The incumbent must also possess, at a minimum, the following skills and abilities to support the achievements of the Board's goals and objectives and maintain good working relationships in a professional manner with staff, management, stakeholders, governmental agencies, and the public:

- Represent the Board in a professional manner and be responsive to its needs;
- Positive attitude;
- Creativity and flexibility in problem identification and resolution;
- Excellent communication (written and verbal), public speaking, reading comprehension, analysis, and interpersonal skills;
- Responsive to management needs;
- Flexible with interruptions and changes in priorities relative to workload;
- Good judgment in decision-making;
- Manage time and resources effectively;
- Work cooperatively with others and as a member of a team;
- Maintain speed and accuracy in completing assignments;
- Maintain regular and consistent attendance; and
- Travel to attend various meetings

Criminal Offender Record Information (CORI):

Title 11, Section 703(d) of the California Code of Regulations requires criminal record checks of all personnel who have access to Criminal Offender Record Information (CORI). Pursuant to this requirement, applicants for this position will be required to submit fingerprints to the Department of Justice and be cleared before hiring. In accordance to DCA's (CORI) procedures, clearance shall be

maintained while employed in a CORI designated position. Additionally, the position routinely works with sensitive and confidential issues and/or materials and is expected to maintain the privacy and confidentiality of documents and topics pertaining to individuals or to sensitive program matters at all times.

Conflict of Interest (COI):

This position is subject to Title 16, section 3830 of the California Code of Regulations, the DCA Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature

Date

Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Supervisor Signature

Date

Printed Name